

RENTAL PROPERTY SPECIALIST

Purpose:

To carry out all activities related to the licensing of residential rental properties within the Tax & License Division to include: processing new license applications for residential rental properties; correspond with potential new landlords to inform them of City licensing requirements and solicit new licenses; maintain the City's database of licensed residential rental properties; interact with other City departments, citizens, and other governmental offices to identify unlicensed rental properties and ensure proper classification of rental properties for property tax purposes. Also will carry out activities to ensure all commercial rental properties are licensed and reporting rental income.

Supervision Received and Exercised:

Receives general supervision from the Tax Audit Supervisor or from other supervisory or management staff, and may exercise functional and technical supervision over clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include but are not limited to:

- Research new water utility deposits and send licensing correspondence to all unlicensed owners of new rental properties.
- Research and skip trace returned mail using County Assessor, County Recorder, and Banner records.
- Process new residential rental license applications received.
- Perform searches and analyses of data to ensure that rental property information is properly updated.

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- Coordinate with Information Technology Department on the periodic update of the residential rental property database and perform edit checks to ensure update was completed properly.
- Prepare, for Supervisor review, estimated tax assessments for nonresponsive landlords, coordinate collection efforts and the placing of liens with License Inspectors.
- Perform other searches of County Assessor records to identify unlicensed landlords and to ensure that all rental properties are properly reflected in the TM database.
- Correspond with County Assessor to ensure that all rental properties are properly reflected as Class 4 for property tax purposes.
- Follow up on referrals from all sources (citizens, neighborhood associations, City Hall, Code Enforcement, Housing, other jurisdictions).
- Review third party reports of properties sold to identify potential spec sales and refer to auditors.
- Commercial rentals review County Assessor and third party records to identify potential unlicensed commercial rentals; correspondence with landlord to obtain property rental information; prepare assessments via desk audits.
- Other duties as assigned

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of paraprofessional work experience in a tax, audit, accounting and/or financial setting.

Training:

Equivalent to an Associates degree from an accredited college or university with major course work in accounting or business administration.

Licenses/Certifications:

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Requires the possession of a valid driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 465

FLSA: Non-Exempt